## FAMILY CHILD CARE INITIAL LICENSING CHECKLIST

Use of form: Use of this form is mandatory under HFS 45.08(1)(c) and constitutes one portion of a complete application for a family child care center license.

Instructions: The pre-licensing technical advisor from the Wisconsin Child Care Improvement Project (WCCIP) completes the appropriate column at the end of the pre-licensing process. The applicant for a license completes the appropriate column not more than 14 days prior to submitting an application for a license to the Department of Health and Family Services (DHFS). The DHFS licensing specialist completes the appropriate column at the time of the initial licensing study. If an applicant is not in compliance with any of the applicable items on this checklist at the time of the initial licensing study by the DHFS licensing specialist, the application for a license may be denied. Following the issuance of a license all items in HFS 45 licensing rules for family child care centers will be reviewed for compliance during the probationary period. Failure to comply may result in license denial.

Name - Facility (Street, City, State, Zip of Street, City, State, City, City										
Name - Fac	cility Contact Person	Telephone Number - Facility Contact Person								
Rule Number	Rule Language		W	/CCIP	TA	Appli	icant	L	g st	
45.03	OPERATIONAL REQUIREMENTS		Met	Not Met	NA	Met	NA	Met	Not Met	NA
(2)(c)	The center's policies and procedures contain all the required items identified in the licensing rule including SIDS risk reduction procedures. <b>Note:</b> Submit written policies and procedures with application.									
(2)(d)	Written information regarding insurance coverage for the premises, operation or vehicles is included in the written policies and procedures provided to parents.									
(2)(f)	There is a completed staff record form for any person providing care to children.									
(5)(b)	The center has a method for recording daily attendance of the children.									
(5)(c)	There is a medical log book with stitched binding present.									
(6)(b)1. and 2.	The licensee knows how to identify suspected child abuse and neglect and what his / her responsibilities are under the law.									
(6)(b)3.	The licensee knows who to report suspected child abuse and neglect to and has a process to follow when reporting.									
45.04	THE DAY CARE PROVIDER									
(1)(a)	Any person providing care is at least 18 years old.									
(1)(b)	The center will be licensed to care for children under age 1. Each provider has completed either 40 hours of entry level training or 10 hours of training in the care of infants and toddlers. <b>Note:</b> Rules require that other training must be completed within 6 months.									
(1)(b)	The center will only be licensed to care for children over age 1. E DHFS approved training in early childhood education within 6 mor hours of training in infant toddler care, if the center will be licensed	nths of licensure and an additional 10								

Name - Facility	Telephone Number - Facility Contact Person

Rule Number	Rule Language		WCCIP TA			cant	Licensing Specialist		
45.04	THE DAY CARE PROVIDER	Met	Not Met	NA	Met	NA	Met	Not Met	N/
(1)(c)	The licensee and any household member aged 10 and above have completed a Background Information Disclosure form. <b>Note:</b> Send the completed forms and any applicable fees to the regional licensing office with the completed application.								
(2)(a)	The provider does not operate another business during the hours that children are in care. <b>Note:</b> Home schooling is considered another occupation. Foster care licensees must consult with a licensing specialist prior to a license being issued.								
(2)(c)	The center will be licensed to provide care for more than 12 hours in any 24 hour period. There is a written schedule of the hours that each qualified provider will be caring for children so that no provider is taking care of children for more than 12 hours.								
(2)(g)	There is a written plan for ensuring that a backup provider is available when the regular provider is gone.  Note: The written plan may be part of the center policies. Backup providers must submit a statement indicating that they are available to serve in an emergency.								
45.05	THE HOME	II.		· I		•	•		
(1)(a)	The center has at least 35 sq. ft. (280 sq. ft. for 8 children) of useable floor space for each child.								
(1)(c)	There is air conditioning or fans to circulate the air if the inside temperature exceeds 90 degrees F.								
(2)(a)	Any furnaces, fireplaces, electric fans, electrical outlets, etc., in the center are protected by screens or guards.								
(2)(b)	Firearms and ammunition as well as other dangerous items are stored so they are not accessible to children.								
(2)(c)	Materials that are harmful to children are in properly marked containers and stored in an area that is not accessible to children.								
(2)(d)	There is a working telephone and emergency numbers are posted near each phone.								
(2)(e)	There are no hazards on the premises, both indoors and outdoors.								
(2)(f)	There is a motor vehicle immediately available or an emergency vehicle is available within 10 minutes.								
(2)(g)	Differences in elevation are protected by railings that do not allow an object greater than 4 inches in diameter to pass through.								
(3)(a)	There are operating smoke detectors on premises on each level and in all areas used for sleeping, naps or rest periods.								
(3)(b)	There is a fire extinguisher with a minimum rating of 2A 10BC near the kitchen.								

Name - Facil	lity Teler	ephone Number - Facility Contact Person								
Rule Number	Rule Language		W	CCIP	TA	Applicant			censino pecialis	
45.05	THE HOME		Met	Not Met	NA	Met	NA	Met	Not Met	NA
(3)(c)	There is a plan for evacuation in case of a fire or tornado.									
(3)(d)	There are no unvented gas, oil or kerosene space heaters.									
(3)(e)	Any wood burning stove used by the center has been inspected for compliance with Comm 23.045. <b>Note:</b> Submit a copy of the inspection report with the application.									
(4)(a)	All exits are clear of obstructions.									
(4)(b)	This is a 1 or 2 family dwelling. If this applies, answer the items from (4)(b)1. to (4)(b)3.d.									
(4)(b)1.	Each floor has 2 exits.									
(4)(b)2.	The primary exit is a door or stairway leading to the outside or ground level.									
(4)(b)3.a.	. The second exit is a door or stairway leading to the outside or ground level.									
(4)(b)3.b.	The second exit is a door or stairway leading to a platform or roof.									
(4)(b)3.c.	The second exit is a window with an opening of at least 20" by 24".									
(4)(b)3.d.	Care will be provided in the basement, and the second exit is a window that is less than 46" from the floor. The window opens to a window well that is at least 6 sq. ft. and no more than 46" below ground.									
(4)(c)	The building is not a 1 or 2 family dwelling. If so, an inspection representation of the complies with all applicable Commercial Building Codes must be subm									
(4)(d)	The center will be licensed to care for children under 24 months of age and care will be provided on a level that is more than 6 feet up or down from the ground level. If so, the center has a working interconnected smoke detection system. <b>Note:</b> No more than 2 children under age 2 may be in care when an interconnected smoke detection system is required.									
(5)(a)	Every exit door is at least 2' 6" wide.									
(5)(b)	Closet doors can be opened by children from the inside.									
(5)(c)	If the toilet room can be locked, the lock can be opened from the outsid accessible to the provider.	de and the opening device is readily								
(5)(d)	The windows in areas of the center used for child care are openable as	nd have screens.								
(6)(a)	The center (indoors, outdoors, furnishings and equipment) is free from sanitary condition and in good repair.	litter and vermin. Everything is in a								

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Name - Facility	Telephone Number - Facility Contact Person

Rule Number	Rule Language	WCCI		TA	Appli	Applicant		Licensing Specialis	
45.05	THE HOME	Met	Not Met	NA	Met	NA		Not Met	NA
(7)	The center has a private well. If so, the water has been tested for bacteria and nitrates. <b>Note:</b> Submit a copy of the water test results with the application.								
(8)(a)	All the furnishings are safe with no sharp, rough, loose or pointed edges.								
(8)(b)1.	There are enough seats at a table for each child to have a place to sit.								
(8)(b)2.	There are storage places for equipment, cots, bedding, children's clothing and personal belongings.								
(8)(b)3.	There is a safe washable cot, bed, 2" thick mat or sleeping bag for each child age 1 and over who naps.								
(8)(b)4.	There is a safe washable crib or playpen for each child under age 1 who naps.								
(9)(a)	The equipment and utensils used for preparing, serving and storing food are clean.								
(10)(a)	There is at least 1 toilet and 1 sink with hot and cold running water.								
(10)(b)	Soap, toilet paper and a waste paper container are available in the wash room.								
(11)(a)	Children will be in care for more than 3 hours in a day or the daily schedule includes outdoors play time. If so, the center must have outdoor play space.								
(11)(b)1.	The play space is on the premises of the center. If this applies, answer items (11)(b)2 5. If there is no on-premises play space available, skip to item (11)(c).								
(11)(b)2.	There is at least 75 sq. ft. per child (600 sq. ft. for 8 children) of outdoor play space available.								
(11)(b)3.	The outdoor play space is well drained and free of hazards.								
(11)(b)4.	There is a fence that is at least 4 feet high around the outdoor play space.								
(11)(b)5.	There is no concrete or asphalt under climbing equipment, swings or slides.								
(11)(c)	There is no outdoor play space available on the premises of the center. If this applies, answer items (11)(c)2 6.								
(11)(c)2.	The center has requested an exemption to use off premises outdoor play space in writing and the request includes a plan for the use of the off premises space. <b>Note:</b> Submit a copy of the request for exemption and the plan for the use of that space with the application.								
(11)(c)2.a.	The plan identifies and describes the proposed off premises play space, the travel distance from the center and the means of transporting the children to the off premises play space.								
(11)(c)2.b.	The plan describes the plan for supervision of the children.								
(11)(c)2.c.	The plan allows for daily vigorous exercise while outdoors.								
(11)(c)2.d.	The plan describes how the toileting and diapering needs of the children will be met.								

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Rule Number	Rule Language		WCCIP TA			icant	Licensing Specialist		
45.05	THE HOME	Met	Not Met	NA	Met	NA	Met	Not Met	NA
(11)(c)3.	The off premises play space identified in the plan is free of hazards.								
(11)(c)4.	There is at least 75 sq. ft. per child of play space available to the children.								
(11)(c)5.	There is no concrete or asphalt under climbing equipment, swings or slides.								
(11)(c)6.	The off premises play space is reached by walking and the center will be licensed to care for children under age 3. If so, there are strollers or wagons available to carry the children under age 3.								
(12)(a)	There is an aboveground swimming pool on the premises. <b>Note:</b> An aboveground pool may not be used by the children in care.								
(12)(b)	Children will use a wading pool and the licensee is aware that the water must be changed daily and the pool must be disinfected daily.								
(12)(c)	There is an in ground swimming pool on the premises and children will use the pool. If this applies, answer items (12)(c) 1 3.								
(12)(c)1.	The water in an in ground swimming pool is chlorinated, disinfected and treated as specified under s. HFS 172.04.								
(12)(c)2.	There is a supervising adult who has a current lifesaving certificate available.								
(12)(c)3.	The center has a plan for ensuring the supervision of children while the pool is being used.  Note: Submit a copy of the plan for supervision while swimming with the application.								
(12)(d)	The center has a swimming pool on the premises and the pool is surrounded by a fence that is at least 4 feet tall.								
45 .06	THE CHILD	•		•	•				
(2)(b)	Time-outs are used with children. Procedures are included in the center's child guidance policy.								
(3)(a)	All indoor and outdoor equipment is safe.								
(3)(a)1.	Equipment is scaled to the size and development levels of the children.								
(3)(a)2.	Equipment is of sturdy construction, in good operating condition and anchored when necessary.								
(3)(c)	There are at least 3 activities for each child to do while indoors.								
(3)(d)	There is at least 1 activity for each child while outdoors.								

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45 .06	THE CHILD		Met	Not Met	NA	Met	NA	Met	Not Met	NA	
(4)(a)	Children under age 5 are in care for more than 4 hours per day have a rest or nap each day. If this applies, answer (4)(c) - (f).	. If so, children under age 5 must									
(4)(c)	There are sufficient beds, cots, 2" thick mats, sleeping bag Other rules required that beds, cots, mats, sleeping bags, least 2' apart while being used; infants must sleep alone in 2 related children; single beds, cots, mats or sleeping bags	cribs or playpens must be placed at a cribs, a double bed may be shared by									
(4)(d)	The children spend the night and there are sufficient beds	, cots or cribs for each child.									
(4)(e)	There are sufficient blankets and sheets or sleeping bags crib.	for each child using a bed, cot, mat or									
(4)(f)	There are sufficient cribs so that each child under age 1 ca	an sleep alone in a crib.									
(6)(b)	There is a separate room or area for an apparently ill child to wait for	or a parent to pick them up.									
(6)(d)3.	There is a separate, covered container labeled medications to be usefrigeration.	sed when medications require									
(6)(e)2.	There is a supply of disposable tissue available to wipe bodily secre	etions.									
(6)(e)3.	There are sufficient cups, eating utensils, toothbrushes or towels so	that children do not need to share.									
(6)(e)5.	There will be children over age 2 who need diapering and the rules	under HFS 45.07(5) will be followed.									
(6)(f)2.	There is a supply of bandaids to protect superficial wounds after cle	eaning with soap and water.									
(6)(f)4.	The center has a designated source of emergency medical care an center's policies and procedures or has a plan for sharing this infor										
(7)	Any dogs or cats at the center have been vaccinated against rabies vaccination with the application.	s. Note: Submit written proof of									
(8)(a)	The center transports children. If this applies, answer items (8	()(c) - (e).									
(8)(c)	Any driver is at least 18 years of age and has a valid Wisc copy of the driver's license with the application.	consin driver's license. <b>Note:</b> Submit a									
(8)(d)1.	Any vehicles used to transport children are registered by t	he State of Wisconsin.									
(8)(d)2.	Any center owned vehicle is in safe operating condition. If for each vehicle used to transport children with the application.	Note: Submit a copy of form CFS-52 tion.									
(8)(e)	There are sufficient seat belts or car seats for each persor age 4 must ride in an approved safety seat.	riding in a vehicle. Children under									

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Rule Number	Rule Language	V	WCCIP TA		Applicant		Licensing Specialist		
45.07	INFANT AND TODDLER CARE	Met	Not Met	NA	Met	NA	Met	Not Met	NA
(1)	The center is licensed to care for children under age 2 years. If this applies, answer items under 45.07.								
(2)(b)	There are safety gates at open stairways.								
(3)(g)	There are spaces where children who can creep or crawl can have an opportunity to move freely.								
(3)(h)	There is a wide variety of safe toys and objects for infants and toddlers.								
(4)(j)	There are high chairs with seat straps for children who cannot sit at a regular table. Children who are unable to sit unassisted are held or placed in infant seats during feeding.								
(4)(k)	Eating utensils and cups are child sized.								
(5)(b)	The diaper changing surface is easily cleanable. There is soap and water and a disinfectant solution of 1 qt. water to 1 TBLS bleach available to clean and disinfect the changing surface.								
(5)(c)	There are plastic bags available for soiled cloth diapers.								
(5)(d)	There is a plastic lined, covered container available for soiled disposable diapers.								
(5)(g)	There are disposable towels available to wash the child during diapering.								
	OTHER ITEMS								
	The applicant has a supply of the forms that are required under the licensing rules to be used.								
	The applicant has a supply of the brochure entitled "Your Guide to Choosing Licensed Care" which is a summary of the licensing rules and must be shared with parents.								
	The applicant has a supply of the brochure entitled "Babies Sleep Safest on Their Backs" to provide to parents of children under age 2, if the parent chooses to have their child placed on the tummy or side to sleep.								

**DEPARTMENT OF HEALTH AND FAMILY SERVICES** 

Division of Children and Family Services CFS-2241 (Rev. 03/2003)

STATE	OF W	/ISCO	NSIN
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Name - Facility	Telephone Number - Facility Contact Person	
SIGNATURES		
I have reviewed all the above applicable rules with the applicant. I have indicated those rules that were met at the time of my visit. If a rule was not met at the time of		
my visit, I have indicated that on the above checklist. A copy of this checklist h		
	(mm/dd/yyyy)	
OLONATURE WOOLD T. L. LALL	☐ Yes ☐ No Supplemental notes att	ached.
SIGNATURE - WCCIP Technical Advisor	Date Signed	
NOTE: Applicant should review and complete the middle section of this checklist not more than 14 days prior to submitting the application for a license. Checklist may be returned and application process delayed if more than 14 days has elapsed between the date the applicant completed the form and receipt in the licensing office.		
I certify that all the above items have been met. I understand that if the DHFS licensing specialist conducts an initial licensing study and finds that any item is not in		
compliance with the licensing rules at the time of the visit, my application for a license may be denied.		
	,	
OLONATURE A F		
SIGNATURE - Applicant	Date Signed	
Dates of Initial Licensing Study by DHFS licensing specialist:		
(mm/dd/yyyy) (mm/dd/yyyy)		
(	(	
Name - Licensing Specialist (Print)	SIGNATURE - Licensing Specialist	Date Signed
License:   ISSUED Date issued:		
☐ <b>DENIED</b> Date denied: See attached letter	er of denial.	
THE FOLLOWING ITEMS MUST BE SUBMITTED TO DHFS WITH AN APPLICATION FOR A LICENSE.		
The Department of Health and Family Services will not issue a license until the background checks are completed, applicable fees have been received and a licensing specialist has		
verified compliance with all items on the initial licensing study checklist. Allow 60 days for this process to be completed.		
☐ Completed application form, including diagrams of indoor and outdoor prem	nises.	
Completed initial licensing checklist.		
Completed Background Information Disclosure form for licensee and any household residents age 10 and above.		
Appropriate fees including \$15.12 license fee and \$7.50 for each adult Background Information Disclosure form included with the application.		
☐ Written policies and procedures.		
☐ Inspection report for a wood burning stove, if applicable.		
Building Inspection report if center will be located in a building that is not a one or two family residence.		
Water test results, if the center uses a private well.		
Proof of vaccinations, if the center keeps dogs or cats on the premises.		
<ul> <li>□ Vehicle safety inspection report, if the center will transport children in a center owned vehicle.</li> <li>□ Copy of the driver license for any person transporting children.</li> </ul>		
If the center has no available on-premises play space, a request for an exer	motion to use off premises play space and the plan for using that space	
If the center has an in ground swimming pool on the premises and the children in care will use that pool, a plan for supervising children during pool use.		